



Grandpont
Nursery School & Childcare

HEALTH & SAFETY POLICY 2022 - 2023

GRANDPONT NURSERY SCHOOL AND CHILDREN'S CENTRE

HEALTH AND SAFETY POLICY

The Health and Safety at Work Act Section 2(3) and the Oxfordshire County Council Safety Policy part 2 paras. 2,3,5 require every Head of Establishment and Governors to have in place a Safety Policy stating the organisation and arrangements which ensure the health and safety of the persons inhabiting that establishment.

Grandpont's Health and Safety Policy is organised under the following headings:

1. Objectives
2. Organisation
3. Responsibilities
4. Health and Hygiene
5. First Aid
6. Serious Accidents
7. Safety - Inside and Outside
8. Child Protection
9. Security
10. Evacuation of the Building
11. Medication Policy

"Before a child is old enough to go to school he has to learn to cope with problems of standing upright, walking and running. He is exposed to many hazards at home and in play with other children. He learns by trial and error and should be safeguarded from serious accidents by the care and guidance of his parents and other adults around him. The natural instinct to explore and venture must not be suppressed, for only through experience can independence be developed. To remove all possibility of accident would be to prevent the child learning how to recognise and deal sensibly and confidently with hazards which are sure to arise in later life."

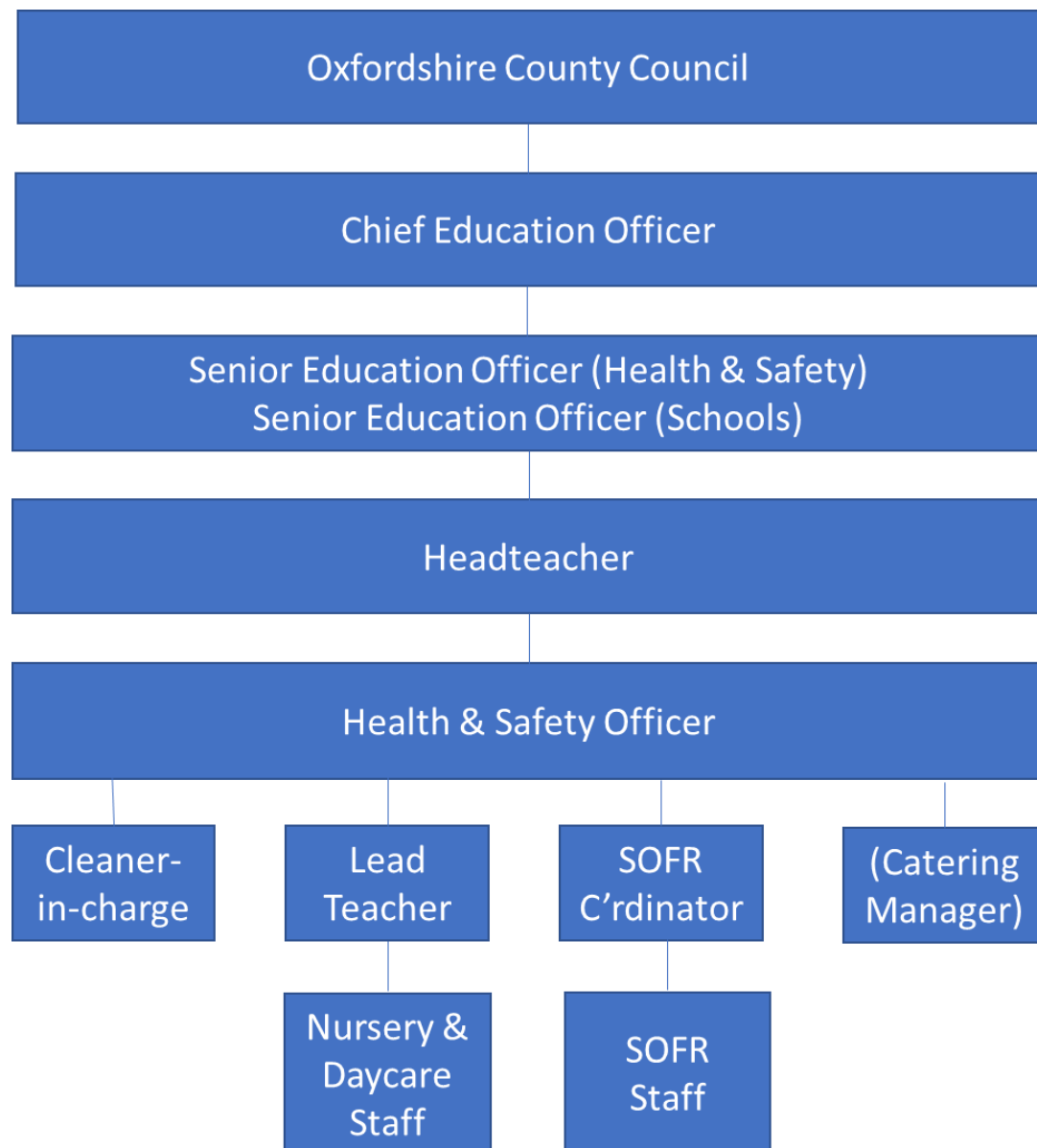
Safety at School: DES

1. OBJECTIVES

- 1.1 To ensure that the school complies with the Oxfordshire County Council Safety Policy in the implementation of the Health and Safety at Work Act and thereby to establish, so far as is reasonably practicable, a safe environment throughout the school.
- 1.2 To seek out and eliminate bad practices.
- 1.3 To establish and maintain safe working procedures among all persons using the school.
- 1.4 To develop a health and safety awareness among all staff and visitors.

2. ORGANISATION

2.1 Staff Structure



2.2 All staff undertake regular basic first aid training.

The following staff have completed an Emergency First Aid Course for People who work with Young Children :

- Catherine Marriott
- Cayley Burchell
- Sarah Mason
- Lucia Boue
- Mia Cowen

Grace Slater and Nicky Rogers are the Health and Safety representatives for Grandpont.

3. RESPONSIBILITIES

- 3.1 The Headteacher is the senior safety manager.
- 3.2 The Catering supervisor and the Cleaner-in-Charge are responsible for Health and Safety matters within their own spheres, calling upon the Headteacher or their service supervisors for advice and assistance.
- 3.3 All staff are responsible for taking steps to keep themselves safe and for creating and maintaining a safe working environment for themselves, children, parents, colleagues and visitors.

4. HEALTH AND HYGIENE

- 4.1 Children should be encouraged to be aware of the importance of personal cleanliness:-
 - after using the toilet
 - before eating
 - before cooking or handling food
 - after working with animals
 - after working in the garden
- 4.2 Children should be encouraged to use tissues, to deal with coughs and sneezes and to dispose of these in the bin. Coughing should be covered by the hand, or caught in the elbow.
- 4.3 Children/adults who have had diarrhoea or vomiting should be kept at home for two clear day after the symptoms cease.
- 4.4 Children with contagious conditions should be kept at home according to the official guidance. A copy is available from the office.
- 4.5 If the child becomes unwell whilst at Grandpont the parents or emergency contact will be requested to collect the child. If the condition is felt to be serious emergency services will be contacted. Staff will act in loco parentis if a contact is unavailable
- 4.6 Staff should alert the parent of any child with head lice and advise on appropriate treatment.
- 4.7 No one should lift heavy or awkward equipment alone.
- 4.8 Parents should be advised that children should not wear any jewellery which may become caught or hooked while playing. Specifically, hooped earrings should not be worn. Stud earrings only may be worn. Children may be requested to remove loose bangles and necklaces when climbing.
- 4.9 Disposable gloves are available for use when changing wet or soiled clothing and dealing with open wounds/blood.

- 4.10 Toilets should be cleaned regularly by the Cleaner-in-charge. Staff will clean toilets at lunch time and at other times when necessary.
- 4.11 Parents will be informed of any infectious diseases by a prominent notices at the various entrance doors.

5. FIRST AID

- 5.1 First Aid equipment in the nursery is kept in the kitchen in a first aid cupboard with surplus stock in a kitchen cupboard.
First aid equipment in Childcare is kept in a high kitchen cupboard.
The evacuation cot is kept in the bathroom.
Before treating any child, the list of allergies and any other relevant medical information, which is kept by the medical file (in both the Nursery and Childcare kitchens), should be checked.
- 5.2 Contents for First Aid cupboard:
- Guidance card
 - 10 individual sterile dressings - assorted sizes
 - 1 sterile eye pad with dressing
 - 4 triangular bandage
 - 3 medium dressings
 - 2 large dressing
 - Disposable gloves
 - Eye wash (optional)
- 5.3 The following member of staff is responsible for ensuring that the First Aid Box is kept fully stocked in throughout Grandpont: Cayley Burchell
- 5.4 Antiseptics, including antiseptic wipes, should NOT be used for treating injuries. Plasters may be used to stop infection.
- 5.5 Tissue/ kitchen roll and cold water should be used for washing cuts and grazes. Not cotton wool.
- 5.6 Adults treating injuries involving blood are to wear the disposable gloves provided. These should then be turned inside out and put in the bin.
- 5.7 Accidents should be recorded on an accident form. Any forms for Nursery children attending After School Club should be transferred to After School Club with the child. All minor cuts, grazes and bumps should be entered on an accident form. All Childcare / Nursery staff should be informed. The child's parent should be informed on the day of the accident and be asked to sign the accident form when collecting their child .
- The completed form should be put in the accident File in the Childcare Office or the Nursery kitchen. If it's not the parent collecting the child staff should photocopy the signed accident form to be sent home for the parents.
- 5.8 A bag of frozen peas is kept in the freezer in the large Childcare kitchen and the Nursery kitchen.

- 5.9 If there is any doubt about a child's condition the parent or emergency contact should be summoned.
- 5.10 The cook is responsible for maintaining the First Aid equipment specifically required for the catering service kitchen.
- 5.11 We can only administer drugs or medicines, if a parent has completed a medicine consent form and the child has been taking the medicine for 24hrs. Staff will always check the expiry date of the medicine and that it has been prescribed for the child for the illness as stated on the label by a doctor. Staff will record any medicines given on the appropriate form and parents will sign this form when collecting their child. Ofsted guidance (Jan 13) states that staff can administer medication that's not prescribed e.g. calpol, at their own discretion but the parents still have to sign a consent form. Staff will phone parents before giving any medication.
- 5.12 Medicines for children with asthma are kept in the First Aid cupboards in the Nursery kitchen and the large Childcare kitchen, clearly labelled with the child's name. Detailed instructions for administration will be found on the medicine consent form. Medicines should be checked monthly for date.
- 5.13 If there is any child or adult at school with a condition requiring special attention, e.g. epilepsy, the Headteacher will ensure all staff know the procedures to be followed, or medicines that may need to be administered.
- 5.14 List of food allergies and diet requirements are displayed in the nursery kitchen and both Childcare kitchens. Action will be taken when considering individual needs.
- 5.15 Lists of medical conditions are displayed in Nursery and Childcare kitchens.

6. ACCIDENTS

- 6.1 Serious Accidents: A child or adult who is seriously injured should not normally be moved. A member of staff with a first aid qualification should be summoned, the child's parent or emergency contact contacted and Emergency Service summoned if necessary.

If a child needs to be immediately removed to hospital:-

The Headteacher or person in charge will delegate a member of staff who will accompany the child at least until a parent arrives.

- 6.2 The Oxfordshire County Council reporting procedures for injuries, work related diseases and dangerous occurrences must be followed. (RIDDOR) Reporting is on line. The Health and Safety Executive (Tel: 0845 3009923) and the Health and Safety Officer at Macclesfield House (Tel:797222) should be notified by telephone if an accident / incident has resulted in a child or adult being taken to hospital. All staff should be informed.

Ofsted must be notified of any serious injuries or death.

- 6.3 The member of staff who deals with an injured child is responsible for ensuring that the parents are informed.
- 6.4 If there is any doubt at all about a child's condition, the parent or emergency contact should be informed.
- 6.5 If the child's parent or Emergency Contact cannot be reached then the person in charge will act in loco parentis

7. SAFETY

7.1 Safety awareness

- 7.1.1 Staff members must be aware of, and take precautions against, common causes of injury .
- 7.1.2 Staff must ensure that all safety precautions are reasonably met in areas where they are responsible .

7.2 Transport

- 7.2.1 Minibus travel - staff are responsible for ensuring that the correct number of children are allowed to ride in any minibus and that seat belts are used correctly. A member of staff should be seated by the rear doors. The adult driving must hold the County minibus qualification. Parental consent is needed.
- 7.2.2 Travel in staff cars - children can travel in staff cars only when they are strapped in by seat belts in the rear of the car and the car owner is appropriately insured and they have parental consent. Booster seats or child seats must be used.
- 7.2.3 Staff using their own cars for work purposes must have a clean driving licence and have business insurance cover.

7.3 Visits

- 7.3.1 All parties should be accompanied by a minimum of one member of staff. There should be no more than 3 children per adult, 2 per adult would be considered preferable. Children should be with the adult at all times and especially when passing near roads or river. Where no roads are crossed, i.e. nature reserve this ratio may be slightly larger.
- 7.3.2 The adult to will do a risk assessment and fill in an Educational Visits form before the visit.
- 7.3.3 Children should be made aware of safe behaviour when outside the school.
- 7.3.4 Children should only be taken out of the school with their parents' consent.
- 7.3. A member of staff will take a mobile phone and a basic first aid kit with a bottle of water.

7.3.6 Before leaving, the member of staff taking the group must inform the school of which children are going out, where they are going, their mobile number and approximate time of return.

7.3.7 Procedure if a child is lost on a trip:-

- a) Organise a search of the immediate area, delegate an adult to supervise remaining children in a safe place.
- b) Phone the School Office
- c) The person in charge at Grandpont to inform parents/carer
- d) Contact police
- e) Return remaining children to the Nursery as soon as possible.

7.4 Indoors

7.4.1 Smoking is not allowed whilst on the school premises.

7.4.2 The doors into the Nursery and Childcare should be regularly checked to ensure they are fully closed. Parents should be reminded regularly of the need to ensure that the door is kept closed and that other children do not go through the front door as they are using it. The gate into the Nursery area is locked by 9.15am. The Nursery side gate should be checked regularly to ensure that it is securely closed and bolted.

7.4.3 Visitors: all staff are responsible for greeting visitors. The Headteacher or person in charge should be made aware of any visitor to the nursery. All visitors should sign the visitors book and wear a badge provided. All contractors should inform the Headteacher or Person in Charge that they wish to start work before doing so. Safety arrangements while work is taking place in the nursery must be agreed with the Headteacher or Person in Charge before work begins and a risk assessment to be completed

The Headteacher should make available to staff a list of expected visitors.

7.4.4 Supervision

At least one qualified adult should be responsible for supervising each room at all times.

Parents are responsible for their own visiting children and for their children who do not attend the nursery.

When supervising, staff should identify and be particularly aware of those areas where tools are being used.

Tools

Children should be shown how to use, carry and store all tools and implements safely and effectively. The first two weeks of a new term (new children starting) should focus on how to use tools appropriately and safely.

Tools should be checked regularly to ensure that they are safe and effective.

Staple guns and sharp scissors are for adult use only and should be stored out of the reach of children.

The paper trimmer and laminator are for staff use only and must be stored out of the reach of children.

Stock cupboard doors must be kept closed.

Movement Children should be expected to walk indoors and to wear shoes when moving around the nursery and the reason for this explained.

Spillages Sand or water on the floors can cause slipping and should be cleared up by the nearest adult as soon as possible. Children can be encouraged to help clear up certain spillages, and the reasons for this explained.

Electrical equipment Children should not be allowed to plug/unplug equipment themselves.

The television and other electrical equipment should be arranged so that children cannot get behind them. Trailing leads should be bound together and made safe.

All electrical equipment should be PAT tested regularly.

When not in use sockets should be fitted with socket covers.

Hot drinks and Food

Adults having hot drinks are responsible for keeping these out of the reach of children. Hot drinks should not be left unattended. A safety mug should be used whenever possible.

Risk assessments are in place for cooking sessions with children involving hot food.

Breakages - Any broken glass/china should be wrapped in newspaper, put in a polythene bag and disposed of in the outside bin.

7.4.5 Other areas of the building:

The kitchens, office, store rooms and adult toilets are all areas which should not be used by children.

7.5 Outside

7.5.1 Supervision: At least one member of staff must always be present in the garden. The adult should go out ahead of the children and check the garden for safety.

7.5.2 Safety check: The adult responsible for each session should check:

- gates to ensure they are fastened
- equipment for safety
- grass and sandpit for fouling
- check to see that no bottles/cans or other safety hazards have been thrown into the garden.
- the garden check list to be completed.

7.5.3 Sand spills on the tarmac should be cleared up to avoid danger from slipping.

7.5.4 Dressing up clothes should not normally be worn outside and must never be used for climbing.

Coats should be done up and dangling gloves and scarves should not be worn.

Footwear should be safe for climbing.

7.5.5 Large climbing frames to be checked regularly for hazards .Climbing equipment should be set up on grass surfaces and care taken to ensure that it is level. Only very low climbing equipment may be used on hard surfaces. Children reminded on a regular basis about using the climbing frame safely.

7.5.6 Shed: Children should not go into the big shed and during the session the door should be kept closed.

7.5.7 Sticks: Children should not run with sticks because of the danger of injury to themselves or others.

7.5.8 Sand pit: should be covered overnight.

7.5.9 Garden tools: children should be taught how to use, carry and store garden implements safely and effectively.

7.6 The car park is for staff and official visitors only and gates must be kept closed at all times. The exception is adults or children with mobility needs. No parking is allowed in front of the gates to allow access for Emergency Vehicles. Parents will be reminded of this procedure.

7.7 The wood area must be checked before children use it. Children must be accompanied by an adult.

8. **DOGS**

Dogs are not allowed on the school grounds or in the school buildings unless they are Assistance dogs.

9. **SAFEGUARDING & CHILD PROTECTION**

9.1 The school has a written policy on Child Protection and Safeguarding and also has in place 'Keeping Children Safe in Education 2022'

- 9.2 The Headteacher is the Lead Designated Safeguarding Lead (DSL) and working with the Deputy Designated Safeguarding Leads is responsible for Child Protection matters. Safeguarding is *everyone's* responsibility.

10. **SECURITY**

10.1 Lost Child:

Following an adult raising the alarm that they cannot locate a child – an immediate search of the buildings, the garden and wood and a scan of the surrounding area undertaken.

If the child is not located the police and parents must be contacted. This whole process should take less than 15 minutes. Part of the process could include a fire drill to confirm all children are present.

In the event of a child being missing the following procedure should be followed:

- a) Report to Headteacher or Person in Charge
- b) Ensure all members of staff informed
- c) Search building and grounds
- d) Inform parent or emergency contact
- e) Telephone police 999

- 10.2 In the event of a child being left unexpectedly at Nursery, Childcare or After School Club every effort will be made to contact parents or emergency contact. If the child has not been collected within one hour after their collection time and no information has been received the matter will be reported to the Social Services Children and Families Assessment Team. Ofsted should be notified.

- 10.3 Collecting children: children should be collected by an adult known to staff. Parents have the right to approve a sibling to collect if they feel they are responsible enough. Parents should be asked to ensure that staff are made aware of any changes to their normal arrangements.

Staff must check, by telephoning a parent, before allowing a child to leave with an unexpected adult.

The Headteacher, Person in Charge or member of the Admin Team should inform all staff of any specific arrangements.

- 10.4 Any member of staff working alone in the building is advised that another person should be aware that they are at the school and to keep outside doors locked.

- 10.5 On leaving the building at night it is the responsibility of the Cleaner-in-charge, Headteacher or delegated member of staff to check that the building is secure.

- 10.6 In the event of an intruder during the normal session, staff must firstly ensure the safety of the children, the lockdown procedure should be followed, and the police called on 999.

11. **EVACUATION OF THE BUILDING**

- 11.1 Fire drills must be carried out at least once a term. Fire regulations are posted throughout the school and must not be removed.
- 11.2 All adults should be familiar with their role in the event of fire.
- 11.3 In the event of the need to evacuate the building and grounds all staff and children to make their way to St Ebbe's school via the assembly points.

IN CASE OF FIRE IF YOU ARE IN THE OFFICE, COMMUNITY ROOM, AND MAIN KITCHEN

Person discovering the fire should press the black dot on the alarms situated by:-

- Main Entrance Hall by Front Door
- Community Room by Sink
- Kitchen by Back Door

or press the Evacuate button on the fire alarm panel situated in the Main Entrance Hall by the Front Door.

On hearing the alarm:-

All staff from the office and kitchen, groups from the community room and staffroom should leave by the front entrance and collect at the front pedestrian gate.

The Person In Charge on that day should check the whole building and phone the Fire Brigade. **999 or 112**

Member of staff in the office should collect the registers, the emergency plan and the signing in book.

Members of staff in the community room should collect the registration lists.

The senior member staff will confirm numbers with the group.

IN CASE OF A FIRE IN THE STAFFROOM.

Person discovering the fire should press the black dot on the alarms situated outside the staffroom, press the Evacuate button on the fire panel by the staffroom door, or by the back door.

All staff from the staffroom should exit by the main door in the foyer area and gather at the assembly point by the main gate.

A member of staff with the registers, emergency plan, and emergency contacts should check all the children, staff and any visitors/contractors are present.

A senior member of staff will check each of the assembly points
The fire marshal/senior member of staff on that day will check the whole building and phone the fire brigade.

IN CASE OF A FIRE IN CHILDCARE

Person discovering the fire should press the black dot on the alarms situated in:-

By front door in foyer area

By all exits to garden

Or press the Evacuate button on the fire panel.

The outside members of staff should gather all the children at the assembly point by the fence behind the sandpit in the big garden

The staff indoors should clear each room and take the children to the assembly point in the garden

A member of staff with the registers, emergency plan and emergency contacts should check all the children, staff and any visitors/contractors are present

AT LUNCH TIME

If the alarm goes off at lunch time the lunch time staff should take all the children to the assembly point in the big garden. A member of staff with the registers, emergency plan, emergency contacts and check all the children, staff and any visitors/contractors are present. A senior member of staff will check each of the assembly points.

The fire marshal/senior member of staff on that day will check the whole building and phone the fire brigade.

IN CASE OF FIRE IN THE NURSERY

Person discovering the fire should press the black dot on the alarms situated in:-

- Main foyer area by front door
- Staff room by the sink
- Willow Room by end door
- Oak Room by end door
- Central kitchen by back door

or press the Evacuate button on the fire alarm panel situated in the Main Entrance Foyer by the front door.

On hearing the alarm:-

The outside duty member of staff should collect all the children at the Assembly Point by the fence behind the sandpit.

The room members of staff should clear each room and take the children to the Assembly Point by the fence behind the sandpit in the garden.

The Person In Charge should check the whole building and phone the Fire Brigade. **999 or 112**

Member of staff in Oak Room should collect the registers.

The office staff, community room groups and kitchen staff assemble at the front gate.

The person with the registers will check all the children in the garden and a senior member of staff will check each of the Assembly Points.

AT LUNCH TIME

Staff should take the children to the Assembly Point in the garden.

Member of staff on duty should collect the lunchtime registers, and check the children. The Fire Marshall will sweep the building

Key escape route is through the willow hedge and off the premises via the gate in the side fence next to the Family Room

IN CASE OF FIRE IN THE MAIN KITCHEN

Person discovering the fire should press the black dot on the alarms situated by the back door.

Turn off the main gas supply on the wall near door into the Nursery. Exit by back door and assemble at the main front gates

IN CASE OF FIRE IN THE FAMILY ROOM

Person discovering the fire should press the fire alarm

On hearing the alarm:-

Staff should shepherd everyone out of the building leaving by the nearest exit and assemble at the intercom gates that open on to the lane.

The person in charge on that day should sweep the whole of the Family Room, alert Grandpont's main office on 01865 242900, phone the Fire Brigade and take the registration sheets out to the collection point.

12 CONCLUSION

In the event of any other emergencies the Headteacher or person in charge will decide on the action to be taken.